



Sinclair House
Montessori
Nursery School

Handbook for Parents

2022 • 2023



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SAFEGUARDING STATEMENT

Sinclair House School is committed to safeguarding and promoting the welfare, health and safety of the children, and expects all staff to share this commitment.



WELCOME FROM THE PRINCIPAL

Dear Parents,

A very warm welcome to Sinclair House Montessori Nursery School. I trust that you and your children will be very happy with us over the coming years.

I hope that this Parent Handbook will prove a useful guide to our day-to-day running of the Montessori Nursery. We value the partnerships we have in place with our parents and children; if at any time you should be unclear about any details within this document, please refer to our website on **www.sinclairhouseschool.com** for further information or reach out to a relevant member of my team with your query.

On behalf of the Sinclair House Montessori Nursery School team, we're very much looking forward to welcoming you to the scholastic year of 2022/2023 and to working with you and your child in the coming year ahead.

Kind regards,

Mrs Carlotta TM O'Sullivan
Proprietor





SCHOOL STRUCTURE

All children at Sinclair House Montessori Nursery School are in one of three nursery sections:

Baby Room (159 Munster Road, Fulham SW6 6DA) This is the class for our children 8 months +

Lower Nursery 1 (159 Munster Road, Fulham SW6 6DA) This is the class for our children 18 months +

Lower Nursery 2 (159 Munster Road, Fulham SW6 6DA) This is the class for our children 2years +

Upper Nursery (196 Munster Road, Fulham SW6 6AU) This is the class for our children in the younger group of the pre-school section of the Nursery; 3 years +

Pre-Reception (196 Munster Road, Fulham SW6 6AU) This is the class for our children in the older group of the pre-school section of the Nursery School; 3.5 +

TIMES OF DAY

MONTESSORI NURSERY

Children should arrive any time between 8.00am and 9.00am. If children arrive late, please advise the office at your earliest convenience.

Monday-Friday, the Nursery Day finishes at either 2.00pm (if your child attends morning sessions) or 6.00pm (if your child attends any afternoon sessions).

Your child will either attend Day Care (45 weeks per year) or attend Term Time (35 weeks per year).



COMMUNICATION

It is vital that there is good communication between home and school at all times, particularly when joining a new school. At no stage is communication more important than during the first few weeks. If you should have a query or a problem, these are the people who may be able to help.

NURSERY CONTACT INFORMATION		
Miss Hayley Nursery Manager	For all Nursery matters including Nursery EYFS progress matters	020 7731 5354 nurserymanager@sinclairhouseschool.com
Ms Lisa School Administrator	For all general and financial enquires	020 7731 5354 info@sinclairhouseschool.com

DIARY OF EVENTS

The diary events provides a wealth of information (trips, events, information evenings and charity fundraising). This is published termly on the school website.

NEWSLETTERS

The Nursery Newsletter is sent out every Friday from the office, with a weekly news update and lunch menu, as well as parent reminders and important information for the forthcoming week.

MY MONTESSORI CHILD

My Montessori Child provides state of the art educational technology for the Nursery classes. It is an iPad-based management tool enabling our Montessori Directresses to record observations and integrate them into reporting frameworks and teaching plans. Observations are shared at the end of each week with parents via confidential logins allowing them access to their child's personal profile.

THE SCHOOL OFFICE

The school office communicates regularly with parents via email. If parents have any specific concerns or questions about their child, they can email info@sinclairhouseschool.com or the Nursery Manager directly.



DIGITAL PLATFORMS

Sinclair House School website

www.sinclairhouseschool.co.uk

You can find a great deal of information about the school on our website including school policies, term dates, the School Diary of Events and photographs.

You can also find information about your child's class, observations, and progress on the My Montessori Child platform www.mymontessorichild.com/parents

From the website you will be able to access:

- Diary of Events
- Policies
- Lunch Menus
- SHS Handbook
- Uniform Lists and Suppliers
- Social Media Links

INSTAGRAM AND FACEBOOK

 Instagram: www.instagram.com/sinclair_house_school Facebook:

 www.facebook.com/SinclairHouseSchoolFulham

CONSENT

We confirm that we understand how our data is retained in line with the school's Data Protection (GDPR) Policy – also available to view on the School's website.



ACADEMIC MATTERS

COMMUNICATION AND FEEDBACK: PARENTS' EVENINGS AND REPORTS

END OF AUTUMN TERM	END OF SPRING TERM	END OF SUMMER TERM
Parents' Evening	Parents' Evening	
MMC Progress Report	MMC Progress Report	Full MMC Progress Report

Class Teachers, Deputy & Nursery Manager are always happy to see parents by appointment to discuss progress.

EXTRA CURRICULAR ACTIVITIES

All children in the Nursery have a timetable for Extra-Curricular lessons provided throughout the week.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Music (All Classes)	Sports (LN1 – UN)	Show & Tell (LN1 – UN)	Languages (All Classes)	Forest School (Upper N)

DAILY REQUIREMENTS

A list of daily requirements provided by parents (where applicable are still being used):

- Nappies
- Formula
- Morning Snack
- Spare clothes
- Any personal comforters used for sleep



PASTORAL CARE

We believe that in order for our pupils to thrive, they need to feel valued for who they are and be encouraged to be their very best. As part of the children's Personal, Social and Emotional development, we teach them to understand and recognise emotions and how to respond to them. The confidence of our pupils is of paramount importance, and we strive to make each child feel safe, nurtured, and supported.

CIRCLE TIME & PSHEE

As part of our daily routine the children engage with the whole class during a circle time. This is an opportunity to come together as a group and introduce topics and conversations. We also have group songs and stories within these circle times.

Our pupils need to feel supported and guided as they develop throughout the years. Our PSHEE scheme has been written especially by us, to incorporate an extensive range of topics to support our pupils' development. We focus on building emotional intelligence and mindfulness amongst our pupils in tandem with their academic journey. These PSHEE themes are embedded within our daily routines and forms part of our daily circle time.

REWARDS AND SANCTIONS

At Sinclair House Montessori Nursery we focus on reinforcing positive behavior, without the use of sanctions or disciplinary measures. For more details, please see the Behavior policy.

ANTI-BULLYING STATEMENT

Sinclair House School is committed to providing a supportive, caring, friendly, safe and secure learning environment in which pupils feel safe and free from bullying and harassment.

PUPIL ABSENCE

If your child is absent from Nursery School due to illness, please send an email or call the office with details of your child's name and illness before 9.00am, each day that your child is absent.

Email: nurserymanager@sinclairhouseschool.com

Please note; should your child be absent due to vomiting or diarrhea, they must be kept home for 48 hours after the last episode, in line with The Public Health Agency Guidelines which the school follows.



PLANNED ABSENCE

Parents should email or write to the Nursery Manager one week or more in advance, stating the duration of the planned absence.

COLLECTION FROM SCHOOL PROCEDURE

If your child is going home with anyone other than their parents, please ensure that you notify the office by email, well in advance. Children will not be released to anyone, including parents of other children at Sinclair House Montessori Nursery School, without prior notice being provided in writing. If children are regularly collected by someone other than the Parents, a completed Third-Party Collection Form is required along with photo identification. Please contact the School Office.

CHANGE OF CONTACT DETAILS

Please notify the office immediately of any changes to phone number or addresses as it is vital that the school holds up to date information. We require two set of contact details for each child.

UNIFORM

School uniform is mandatory, and children should be reminded regularly that they are Ambassadors for their school. If a child wears incorrect items, parents will be reminded and expected to provide correct uniform as soon as possible. All school uniform and any items brought to school must be clearly and securely named.

WINTER UNIFORM

Worn from after the Autumn Term half term break, to the end of the Spring Term.

SUMMER UNIFORM

Worn from the start of the Summer Term, to Autumn Term half term.

UNIFORM OUTFITTERS

Sogan's, 6 Greyhound Road, London W6 8NX Tel:

020 7385 1055

www.theschoolwearspecialists.co.uk

Opening Times: Monday - Saturday 9.30am - 5.30pm

SHOES

School shoes must be navy blue, closed-toe with Velcro fastening for children unable to tie laces. Trainers are not considered acceptable regulation shoes.

School shoes can be purchased from Pollyanna, 811 Fulham Road, SW6 5HG.

Tel: **020 7731 0673**

www.pollyannaonline.com



PARENT TEACHER ASSOCIATION (PTA)

All parents with children at the Nursery automatically become members of the Parent Teacher Association (PTA). The PTA provides social opportunities for parents and their families and organises fundraising events to support the school. All meetings and events are advertised on our website, in The Diary of Events and in our Weekly Newsletters.

The PTA has an annual subscription fee of £25 per family. This will be itemised on your invoice each year/term. Parents who wish to opt out should contact our Nursery Administrator via email at info@sinclairhouseschool.com

CLASS REPS

At least one parent is assigned as a Class Rep for each class.

Parents can contact Class Reps if they have any questions regarding school life and events or if they would like to be actively involved in the PTA or volunteer as a future Class Rep.

TERM DATES (TERM TIME)

AUTUMN TERM 2022	
START OF TERM	Tuesday 6th September 2022
HALF TERM	Monday 24th to Friday 28th October 2022
END OF TERM	Friday 9th December 2022
SPRING TERM 2023	
START OF TERM	Wednesday 4th January 2023
HALF TERM	Monday 13th to Friday 17th February 2023
END OF TERM	Friday 24th March 2023
SUMMER TERM 2023	
START OF TERM	Tuesday 18th April 2023
HALF TERM	Monday 29th May to Friday 2nd June 2023
END OF TERM	Friday 7th July 2023

TERM DATES (DAY CARE)

AUTUMN TERM 2023	
START OF TERM	Monday 6th September 2022
END OF TERM	Friday 16th December 2022 at 2.00pm
SPRING TERM 2024	
START OF TERM	Wednesday 4th January 2023
END OF TERM	Thursday 6th April 2024 at 2.00pm
SUMMER TERM 2024	
START OF TERM	Tuesday 18th April 2023
END OF TERM	Friday 11th August 2024 at 2.00pm



Sinclair House SCHOOL

MONTESSORI NURSERY

Upper Nursery: 196 Munster Road, Fulham, London SW6 6AU

Lower Nursery: 159 Munster Road, Fulham, London SW6 6DA

Tel: 020 7731 5354 **Email:** info@sinclairhouseschool.com

www.sinclairhouseschool.co.uk